

Subject : Event Organisers Meeting	
Date: 19 October 2017	Venue: Town Hall
<p>Groups represented : Lions Club, St Andrews Church, Rotary, Sidmouth Street Traders, Event Calendar, Wiltshire Museum, U3A, Cancer Research, White Horse Opera, TITCO, Fulltone Orchestra, DOCA, The Arts Society, Devizes CAMRA, Fantasy Radio, Devizes Arts Festival, Devizes Food and Drink Festival, Devizes Chamber Choir & Devizes Open Doors.</p>	
SF took notes	

Item	Notes:	Action:
1.	<p>Introductions Each of the groups present spent a few minutes to explain what events they organise. Many groups completed a form providing information about their activities.</p>	
2.	<p>Sharing of Information From the discussion it was clear that cumulatively there is a lot of knowledge about event organisation however the opportunity to share and seek advice is not always available. It was also agreed that it would be helpful if event dates could be shared in private early to minimise conflicts</p>	Noel W to look at setting up a closed event forum
3.	<p>Venues The issues of the lack of venues was discussed and the cost. It was explained that whilst the Town Council owned two of the largest venues in town and did what it could to support events, there is always a balance between how much it can do to support local groups and the impact on the public purse. There was a general discussion about the challenges that event organisers have finding suitable venues.</p> <p>There was much discussion around the hopes and needs for St Mary's Church to be turned into a performing arts venue</p>	
4.	<p>Marketing All groups agreed that whilst they had their own marketing plans to promote their events an overarching messages which can be sent out further afield.</p> <p>It was suggested that Visit Wiltshire should be kept up to date with this initiative.</p>	Should be topic for a future meeting

	As part of the marketing of town events there was a discussion around accreditation of event organisers with a code of practice, so that those attending can be assured that an event is going to be well run.	
5.	<p>Shared Resources</p> <p>If the group was to set up a closed website it might be helpful if it could contain the following information;</p> <ul style="list-style-type: none"> • Equipment some groups may be prepared to share. • Licensing and health and safety templates • Key contact information 	
6.	<p>Other issues discusses</p> <p><u>Volunteers</u> All groups from time to time, have the challenge of finding volunteers to support their events. It was suggested that corporate volunteering be explored.</p> <p><u>Funding</u> Finding the right funding can be difficult therefore it might be helpful if the group held a central database of funders.</p> <p><u>Purple Book</u> The purple book is a good practice guild all event planners should be aware of. It has an annual subscription which could be funded through the group giving all members access to the information.</p> <p><u>Training</u> There may be some benefit of organising some group training such as health and safety which all participating organisations could share the cost.</p>	
	Next Meeting. Early in 2018	